



JOB REQUIREMENTS (As of Last Recruitment)

COMMUNITY CORRECTIONS BUREAU

Probation Officer I: (#02113)

Salary range: \$2,962-3,780 monthly

Duties: Investigate offenses and social history backgrounds of adult or juvenile offenders. Make sentencing recommendations to the court after analyzing offender's case and background. Provide casework services, supervise and counsel probationers, develop rehabilitation plans, conduct field investigations, plus other duties.

Education required:

Option 1: Any Bachelor Degree or equivalent coursework. **No experience required.**

Option 2: 30 semester (45 quarter) units of completed college coursework in psychology, sociology, administration of justice or other closely related behavioral science courses; *at least half must be upper division courses*. **No experience required.**

Probation Officer II:

Salary range: \$3,602-4,595 monthly

Duties: Same as a Probation Officer I

Education/Experience required: Same as **Option 1** and **2** under Probation Officer I *plus* one year of experience as a juvenile correctional officer or professional casework or group work experience which has included counseling and direct involvement in complex treatment assignments (e.g., social worker, group counselor, probation officer).

DETENTION CORRECTIONS BUREAU

Probation Corrections Officer Trainee: (#01504)

Salary range effective July 13th, 2002: \$2352-3002 monthly

Duties: Supervise, observe and provide for the care, custody and physical control of juvenile court wards. Enforce security and disciplinary policies. Plan, organize and direct recreational activities, write reports, develop treatment plans, conduct group counseling, plus other duties.

Education required:

Option 1: Any Associate or Bachelor Degree

Option 2: 60 semester (90 quarter) units of completed college coursework of which 9 semester (14 quarter) units must be in psychology, sociology, criminal justice, or other closely related behavioral science courses.

PCO trainees are initially hired as recurrent or part-time employees. Part-time regular may include benefits.

Full-time positions are generally offered to PCOs.

Trainees may be promoted to Probation Corrections Officer upon obtaining 1040 hours of satisfactory work.

Probation Corrections Officer:

Salary range effective July 13th, 2002: \$2788-3560 monthly

Duties: Same as trainee.

Probation Night Custody Officers: (#02255) *Position opens periodically, call (909) 387-8304 x 8*

Salary range: \$2,012 to \$2,565 monthly

Duties: Make regular rounds of the entire institution; ensure that order is maintained during the night; advise and discipline court wards when necessary. Provide emergency first aid in case of illness or injury, including suicide attempts. Ensure security of buildings and grounds. Prepare written records and reports on counseling, behavior incidents, medication and emergencies.

Education / experience required:

Option 1: 9 semester (14) quarter units of completed college coursework in psychology, sociology, criminal justice, or a closely related field.

Option 2: Any AA or BA Degree

Option 3: High School Diploma or equivalent, *plus:*

6 months of full-time experience working with juvenile groups on a paid or volunteer basis of justice

or, 6 months of full-time experience as a correctional officer

or, have obtained an honorary discharge from the US military

CONDITIONS OF EMPLOYMENT

Probation Night Custody Officer, Correction Officer and Probation Officer duties require an ability to apprehend, restrain and/or control non-compliant and potentially combative youths/adults. Employees will be provided with "continuum-of-force" training. This includes control-of-aggression techniques, tactical negotiation, and use of pepper spray.

Prior to hire, candidates will need to pass a physical agility test consisting of the following:

1. Support the weight of a 150 lb. hanging bag for at least 30 seconds
2. Within 30 seconds, drag a 150 lb. bag at least 20'
3. Walk briskly/jog through a 75' barrier course, pick up and carry a 20 lb. weight and carry it back through the course within 30 seconds
4. Sprint 75 yards within 30 seconds
5. Run one mile within 13 minutes
6. 20 sit-ups in one minute and 10 modified push-ups in one minute

(The agility test is subject to revision as determined by the Department)

Basic Qualifiers:

- Be a U.S. citizen, or permanent resident alien with proof of *having applied for citizenship*.
- Be fingerprinted, and pass a background investigation, which will include a psychological and polygraph test.
- In addition to college education requirements, possess a high school diploma or equivalent

In addition, if applicable, be prepared to provide the Background Investigator the following:

- Official, sealed transcript of completed college coursework.
- Certified copy of birth certificate.
- Military form DD214 (including BT, AIT, AD, ETS), or Selective Service number.
- Valid current drivers license showing current name and address.
- Proof of auto insurance.
- If indicated by Investigator, credit reports (sealed).
- Job related training certificates.
- Social Security card with correct name.
- Marriage and divorce certificates.

Upon hire, the department will provide Standards in Training for Corrections in compliance with the State of California, (including a P.C.832, Laws of Arrest, Search and Seizure course and CPR and First Aid training).

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Job announcements and applications available:

Contact the Recruiter:

175 West Fifth Street, 4th Floor
San Bernardino, CA 92415-0460

909 / 387-6173 fax 909 / 387-6058
recruiter@prob.sbcounty.gov

download application:

www.sbcounty.gov/probation

or walk in:

San Bernardino County Human Resources

157 West Fifth Street, 1st Floor

San Bernardino, CA 92415-0460

24 hour Job Hot Line 909/387-5611

HR 909/387-8304 TDD 909/387-6091